Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Applications and resumes may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Transit Operations Technician

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

In support of the Contract Services Department (a Division of MTS's Bus Operation), the Transit Operations Technician is responsible for various transit facility maintenance projects including: overseeing the maintenance of signage, benches, shelters and transit centers. This position will also take the lead on projects such as timetable ordering, inventory and distribution, service change activities, and field investigations.

Example of Duties

Essential Functions

- Receive, review, and prepare invoice payment vouchers for manager approval.
- Inspects work conducted by bench and shelter contractors.
- Provides work orders for bus stop maintenance, installations, and other related services.
- Assist with procurement of related material and supplies.
- Assist with the day to day management of the Agency's timetable printing and inventory.
- Manage contractor insurance certificates to ensure validity.
- Collects and analyzes data relative to bus operations, utilizing both field and office work.
- Prepare reports and memoranda to summarize field investigations.
- Create route schedules for bus stop amenities with computer programs such as HASTAS & PDF Maps.
- Coordinate department service change activities including bus pole displays, bus shelters and transit centers.
- Perform final proof reading of all service change products before field placement of displays.
- Conducts field investigations to ensure Americans with Disabilities Act (ADA) requirements and City ordinances are met.
- Respond to customer concerns and requests.
- As appropriate, follows-up with other agencies and staff members to ensure project completion.
- Perform other tasks as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations; ability to write letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in verifying the accuracy and completeness of forms and reports; good working knowledge of Microsoft Windows XP and Office and ability to learn and use other Agency approved software that MTS might have or acquire.

Special Skill: Must be able to drive a vehicle with a manual transmission, or be able to learn how within 30 days of hire.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, sitting and reaching and operate Agency motor vehicles in a safe manner; must be able to independently lift up to 50 pounds of equipment (such as aluminum signs and poles). Must be able operate motor vehicle and to perform tasks involving manual dexterity, such as use of a computer and 10-key. Work may at times require more than 8 hours per day or require irregular days/hours to perform the essential duties of the position. Duties will be performed primarily in an office type environment; however, some field work is required. May require travel to external agencies.

Experience/Education/ Certificates/License(s)

Must have a high school diploma or equivalency certificate (GED) and possess experience demonstrating substantial knowledge and the ability to perform the specific job functions. Two years of college or one to two years of fulltime related work experience is preferred. Experience with construction and tools would be helpful.

Possess and maintain a valid California Class C driver's license.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical, including a urine drug screen, and a background check.

Salary

$31,280 - $46,920

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*